

**Western Maryland Consortium
Workforce Development Board
March 20, 2019 Meeting**

Members

Amos McCoy
Melanie Chapman
Sandi Glessner
Kim Durst
Charles Hunt
David Crouse
Stu Czapski
Shawn Barncord
Theresa Shank
Sharon Plump

Guests

Deb Gilbert
Paul Smith
Mary Keller
Kim Connaughton
Dawn Schoenenberger
Erin Shahan
Melissa Hose – (DSS)

- Greetings and Introductions – Meeting was called to order by Board Chair Amos McCoy. New members were announced – (Sharon Plump – DORS Regional Director) Mellissa Hose feeling in for (Rosalind Martin – DSS)
- Approval of January 23, 2019 minutes – Motion to approve was made by Sandy Glessner and seconded by Kim Durst. All in favor and minutes were unanimously approved.
- Quarter 2 Performance PY 2018 Qtr2 – Exceeded standards for all performance Measure –
- Discussion on current enrollment – Total adults, Dislocated workers and youth as of February 2019 is enrolled participants

	Garrett	Allegany	Washington
Adult	29	29	107
Dislocated Workers	6	67	11
Youth	11	74	37

- Business outreach reports from all three counties were presented for the month of February. Each County at the Consortium has a Business Rep. Washington County American Job Center is hiring a business rep. It was discussion on all Business Rep to meet and develop a cheat sheet to hand out what all the partners can do for the employers, to track common questions that are asked. Partnership and resource defined and what agency to refer. All business/team members carry the same messages to employers. Need to make it fast and easy for employers. Discussion on different tools to use for sharing information (Google Docs, Sales Force). Try to narrow focus on best practices. Hoovers is a resource of employer lists along with the possibility of Library Research.
- Local Plan update – Extension was granted until March 31, 2019 - Primary objectives id the Benchmarks. Once completed, Chairman will review.

- One Stop Job Center Report – Checklist was reviewed – Members to form a committee visit AJC. A plan be developed by the committee. - Committee will develop performance items along with existing instruments by the state. E-mail will be sent to Board members for volunteers to form the AJC Committee/Review. It was stated that Continuous improvement will need more customer surveys. Committee will supply addition review items. Committee should include staff and at least 50% employers.
- Discussion on the One Stop Operator RFP was discussed. Handout of Guidance was given to each member. The One Stop Operator is paid by the core partners. Board to define the description for the One Stop Operator was discussed. RFP will need to be developed and must be in place by July 1st. Board is to review and comment in the next 7 business days and send Email to Deb Gilbert. Deadline for comments is 3/29 and date of votes Monday April 1st 2019.
- An update on Career Pathways was given by Melanie Chapman and Dawn Schoenenberger. All Transition Specialist are in place. Washington and Allegany County is using workKeys. Partnerships has been developed.
- Motion to adjourn was made by Kim Durst and was seconded by Sandi Glessner